



Nominate or cancel a designated VicSuper EmployersOnline user

* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form, please ensure you use all capital letters eg and check boxes with a cross eg

Important information

- Please complete this form to nominate or cancel a designated VicSuper EmployersOnline user.
- Designated users will be given access to submit superannuation contributions, create VicSuper FutureSaver accounts and edit employee details on behalf of the Employer.
- If you wish to nominate a new designated user, please fill in Steps 1, 2, 3, 5 and 6.
- If you wish to cancel an existing designated user, please fill in Steps 1, 4, 5 and 6.
- If you have any questions or need additional copies of this form please contact our Member Centre on **1300 366 216**.

Step 1:
Complete your employer details

Employer name*

VicSuper employer number*

Step 2:
Complete details of your designated user

Name

Position

Daytime phone number

Email address

Step 3:
Provide password and security details

This information should be provided by the designated user, and will be used for security and verification purposes.

Phone password

Mother's maiden name

Step 4:
Cancel designated user

Fill in this step if you wish to remove access for an existing designated user:

Name of designated user

Username (if known)

Email address

Step 5:
Authorise this form

This form must be authorised by a senior manager, school principal, company director or company secretary.
Please select the relevant option:

- I request that you provide VicSuper EmployersOnline access for the designated user outlined in Step 2.
- I request that you cancel VicSuper EmployersOnline access for the designated user outlined in Step 4.

I understand and certify that:

- the information provided on this form is true and correct
- I am authorised to supply this information to VicSuper and can certify its accuracy
- if a designated user stops working for my business or changes roles, I am responsible for notifying VicSuper immediately in writing so that the designated user's access to VicSuper EmployersOnline can be cancelled.

Signature*

Date

Name*

Position*

Step 6:
Send your form
to VicSuper

Send your completed form to **VicSuper, GPO Box 89, Melbourne VIC 3001**